



STANDARDS OF APPRENTICESHIP
adopted by

MULTICARE HEALTH SYSTEM (MHS) CT - MRI APPRENTICESHIP PROGRAM

| <u>Skilled Occupational Objective(s):</u> | <u>(sponsor)</u> | <u>DOT</u> | <u>Term</u> |
|---|------------------|-------------|-------------|
| COMPUTED TOMOGRAPHY (CT) | | 078.362-054 | 2000 HOURS |
| MAGNETIC RESONANCE IMAGING (MRI) | | 078.362-058 | 2000 HOURS |



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JULY 18, 2003

Initial Approval

OCTOBER 21, 2005

Committee Amended

Standards Amended (review)

OCTOBER 21, 2005

Standards Amended (administrative)

By: MELINDA NICHOLS
Chair of Council

By: PATRICK WOOD
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

MultiCare Health System including all of its sites in Pierce, King, and Kitsap counties. This would include Snohomish and Thurston Counties as well.

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II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

- Age: **18 years of age minimum**
- Education: **American Registry of Radiological Technologists (ARRT) Certification - Registered Radiology Technologist**
- Physical: **Must be able to perform the duties of the position**
- Testing: **None**
- Other: **Must be able to read, speak, and write in English, Basic Computer Skills: basic operation and knowledge of computer and computer software.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

Apprentices will be selected from current MultiCare staff based on eligibility, desire to participate, and as needed, in order of seniority. For selection purposes, seniority will be merged across MHS bargaining units for diagnostic imaging technologists. All applicants will be MultiCare employees, but for the purpose of affirmative action, Multicare will consider recruiting from outside of the company.

B. Equal Employment Opportunity Plan:

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MultiCare supports the principles of equal employment opportunity and will not discriminate with respect to race; color; religion, sex; national origin, age; sensory, mental or physical disability; marital and veteran's status; or sexual orientation in any aspect of its employment and pre-employment practices. This fundamental policy is emphasized in annual training throughout the MHS.

Please see attachment: Human Resources Policy No.201, Also see Sexual Harassment Policy No. 115.

1. Participate in annual workshops conducted by employment service agencies for the purpose of familiarizing schools, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein.
2. Cooperation with local school boards, vocational education systems and local Workforce Development Councils to develop program for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
3. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
4. Internal communication of MHS equal opportunity policy in such a manner as to foster understanding, acceptance and support among the MHS various officers, supervisors, employees, and to encourage such persons to take the necessary action to aid in meeting its obligations under this part. See MHS Policy No.201 and No.115.

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

Refer to attached Bargaining Agreement, Article 5 Employment Practices; subsection 5.7 Nondiscrimination, page 6:

"The Employer and the Union agree that, except as permitted by law, there shall be no discrimination against any employee or applicant for employment because of race, color, creed, national origin, relation, sex, age, handicap, marital status, sexual orientation or Union membership unless any factors constitutes a bona fide occupational qualification:

IV. TERM OF APPRENTICESHIP:

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The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship shall be 2000 hours of reasonable continuous employment.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

Multicare is requesting an exemption. Refer to the attached Bargaining Agreement, page 4. The current probationary period is for 90 days for all employees.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

The ratio of apprentice to journey level worker shall be (1) apprentice to (1) journey level worker in all health care facilities.

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VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

A. COMPUTED TOMOGRAPHY (CT)

| Step | Number of hours/months | Percentage of journey-level rate |
|----------|--------------------------|----------------------------------|
| 1 | 0000 - 1999 hours | 91.7% of base rate |
| 2 | at 2000 hours | 100% of base rate |

B. MAGNETIC RESONANCE IMAGING (MRI)

| Step | Number of hours/months | Percentage of journey-level rate |
|----------|--------------------------|----------------------------------|
| 1 | 0000 - 1999 hours | 77.6% of base rate |
| 2 | at 2000 hours | 100% of base rate |

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

| <u>A. Computed Tomography (CT)</u> | | <u>APPROXIMATE HOURS</u> |
|---|-----|---------------------------------|
| 1. Patient Care | | |
| a. Patient Preparation..... | 80 | |
| b. Assessment and Monitoring..... | 80 | |
| c. IV Procedures..... | 80 | |
| d. Contrast Agents..... | 80 | |
| e. Radiation Safety..... | 80 | |
| Total | | <u>400</u> |
| 2. Imaging Procedures | | |
| a. Head | 180 | |
| b. Neck..... | 60 | |
| c. Spine..... | 60 | |
| d. Chest..... | 240 | |
| e. Abdomen..... | 360 | |
| f. Pelvis..... | 120 | |
| g. Musculoskeletal..... | 60 | |
| h. Vascular | 60 | |
| i. Trauma..... | 60 | |
| Total | | <u>1200</u> |
| 3. System Operations | | |
| a. Components..... | 100 | |
| b. Image Processing and Display | 100 | |
| c. Image Quality..... | 100 | |
| d. Artifacts | 100 | |
| Total | | <u>400</u> |
| CT Total Hours: | | 2000 |

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B. Magnetic Imaging Resonance (MRI)

APPROXIMATE HOURS

| | |
|---------------------------------------|------------------------|
| 1. Patient Care | |
| a. Patient Preparation..... | 80 |
| b. Assessment and Monitoring..... | 80 |
| c. IV Procedures..... | 80 |
| d. Contrast Agents..... | 80 |
| e. MRI Safety..... | 80 |
| | Total400 |
| 2. Imaging Procedures | |
| a. Head | 420 |
| b. Neck..... | 20 |
| c. Spine | 280 |
| d. Chest..... | 10 |
| e. Breast | 10 |
| e. Abdomen..... | 40 |
| f. Pelvis..... | 60 |
| g. Angio | 60 |
| h. Trauma..... | 10 |
| i. Extremities..... | 290 |
| | Total1200 |
| 3. System Operations | |
| a. Components..... | 100 |
| b. Image Processing and Display | 100 |
| c. Image Quality | 100 |
| d. Artifacts | 100 |
| | Total400 |

MRI Total Hours: 2000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☐ Supervised field trips
- ☐ Approved training seminars
- ☒ A combination of home study and approved correspondence courses: **(an accredited course by the ARRT in CT or MRI)**
- ☐ State Community/Technical college
- ☐ Private Technical/Vocational college
- ☐ Training trust
- ☒ Other (specify): **Multicare Health System Institute of Learning & Development**

154 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

NONE

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

MultiCare has a set of standard policies, they are as follows:

"Attendance Policy and Standards" Policy No. 303

"Hours of Work and Work Schedules" Policy No. 301

"Punctuality Standards" Policy No. 304

"Rest and Meal Periods" Policy No. 302

"Time Cards" Policy No. 305

"Discipline: Policy #112 and Bargaining Agreement, Article 5 - Employment Practices, subsection 5.6 Discipline/Discharge, page 6.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

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All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

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Within: 30 days after hearing

- WSATC to issue written decision

Per the Labor Bargaining Agreement, Article 14 Grievance Procedure subsections 14.1 - 14.4.3, page 22 - 23:

"14.1 Grievance Defined: A grievance is defined as any alleged breach by the Employer of any express term of this Agreement. If any such grievance arises, it shall be submitted to the following procedure. In order to be subject to the following procedure, any grievance must be submitted at the first applicable step within fourteen (14) calendar days from when the employee or the Union was aware, or reasonable should have been aware, that a grievance existed. All grievance not filed within the fourteen (14) day period are deemed waived by the aggrieved party."

"14.1.1 Time Limits: Time limits set forth in the following steps may only be extended by mutual written consent of the parties hereto. Failure of an employee to file a grievance on a timely basis or to timely advance a grievance in accordance with the time limits set forth below will constitute a withdrawal of the grievance. Failure of the Employer to comply with the time limits set forth below shall result in the grievance being automatically elevated to the next step without any action necessary on the part of the employee."

"14.2 Step 1 Employee and Immediate Supervisor and/or Department Head. If an employee has a grievance, the employee and the Unit/Union Representative, must first present the grievance in writing to the immediate supervisor (or Department Head) within fourteen (14) calendar days from the date the employee was or should have been aware that the grievance existed. Upon receipt thereof, the immediate supervisor and/or Department Head shall meet with the employee (and Unit/Union Representative) in an attempt to resolve the problem. The immediate supervisor (or Department Head) shall respond in writing to the employee within fourteen (14) calendar days following the meeting with the employee. Should the immediate supervisor and/or Department Head and the employee meet to resolve the grievance, a Unit Representative and a Human Resources representative may attend the meeting."

"14.3 Step 2 Employee and Director of Employee Relations an Employment. If the matter is not resolved to the employees' satisfaction at step1, the employee and Union shall present the grievance to the Director of Employee Relations and Employment (and/or a designated representative) within seven (7) calendar days of the immediate supervisors decision. A conference between the employee (and the Unit or Union Representative) and the Director of Employee Relations and Employment (and/or a designated representative) shall issue a written reply within fourteen (14) calendar days following the grievance meeting."

"14.4 Step 3 Arbitration. If the grievance is not settled on the basis of the foregoing procedures, and the grievant and the Union have complied with the specific time limitations in steps 1 and 2 herein, the Union may submit the issue in writing to arbitration within fourteen (14) calendar days following the receipt of the written reply from the Director of Employee Relations and Employment or designee. After notification that the

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dispute is submitted for arbitration, the Employer and the Union shall attempt to agree on an arbitrator. If the Employer and Union fail to agree on an arbitrator, the Union shall promptly request a list of seven (7) arbitrators from the Federal Mediation and Conciliation Service. The parties shall thereupon alternate in striking a name from the panel until one (1) name remains. The person whose name remains shall be the arbitrator."

"14.4.1 The arbitrator's decision shall be final and binding on all parties, subject to the following terms and conditions. The arbitrator shall have no authority to add to, subtract from, or otherwise change or modify the provisions of this Agreement, but shall be authorized only to interpret existing provisions of this Agreement as they may apply to the specific facts of the issue in dispute. If the arbitrator finds that the Employer was not limited by this Agreement from taking the action grieve, the arbitrator shall have no authority to limit the Employers action and shall not substitute his or her judgment for the Employers so long as that judgment was reasonably exercised. Any dismissal by the arbitrator, whether on the merits of procedural grounds, shall bar any further arbitration."

"14.4.2 Each party shall bear one-half (1/2) of the fee of the Arbitrator and any other expense shall jointly incurred by mutual consent incident to arbitration hearing. All other expenses shall be borne by the party incurring them and neither party shall be responsible for the expenses of witnesses called by the other party."

"14.4.3 Except where specifically provided elsewhere in this Agreement, neither party shall be required during the term of the Agreement to provide the other party with any data, documents or information in its possession or under its control for any purpose except insofar as it may be relevant to a pending grievance or to pending negotiations for a renewal collective bargaining agreement; provided that appropriated notice has been given as required by Section 17.4 below. If necessary, the Arbitrator shall resolve discovery rights of the parties as to grievance submitted to arbitration."

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

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- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name

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- Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
- Section VII: Apprentice Wages and Wage Progression
- Section IX: Related/Supplemental Instruction
- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

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5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or

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vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **See Above**

Program type administered by the committee: **Individual-Waiver**

The employer representatives shall be:

**Karen D. Foreman, Acting Manager
Institute for Learning and Development
Partnerships/Center for Human Potential
MultiCare Health System
PO Box 5299
MS #12-HR
Tacoma, WA 98415-0299**

The employee representatives shall be:

**Washington State Apprenticeship and Training Council
Washington State Department of Labor and Industries
PO Box 44530
Olympia, WA 98504-4530**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

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XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Karen D. Foreman, Acting Manager
Institute for Learning and Development
Partnerships/Center for Human Potential
MultiCare Health System
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